



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, April 28, 2020, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
Ed Davis, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Kirk Scarboro, & Heather Rousey

MEETING MINUTES

All items on the April 28, 2020 agenda were deemed necessary and routine in accordance with the Washington State Office of the Attorney General's updated Open Public Meetings Act general guidance regarding the coronavirus (COVID-19) event.

CALL TO ORDER

The City Council meeting was held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

The meeting was called to order by Mayor Thomas at 7:00 p.m.

ROLL CALL

Councilmembers Present:

Davis, Cudaback, Hanford, Gamble, Rasmussen, Scarboro, and Rousey

Staff Present:

Pfister, Huebner, Knight, Farrell, Feilberg, Swanson, Warthan, Hasart, Christian, Lande, Klinkers, Peterson, Marrero, and Jolley

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Scarboro

ANNOUNCEMENTS/PRESENTATIONS

1. Presentation: Snohomish Health District COVID-19 Update (Heather Thomas, Public & Government Affairs Manager)

Ms. Thomas thanked Council for their partnership and willingness to share COVID-19 related information; and led Council through a PowerPoint presentation highlighting the County's COVID-19 response and the following related topics:

- Case count
- Key priorities
- Essential work
- Budgets & projections
- Special session preparation
- Strategic planning

Ms. Thomas answered questions from Council.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

1. AB20-052: Confirmation of Emergency Executive Orders
2. AB20-053: Confirmation of Interim City Clerk Appointment
3. Approval of the Minutes: March 24, 2020, Regular Business Meeting
4. Approval of AP Checks and ACH Payments
5. Approval of Payroll Warrants and ACH Payments
6. AB20-054: Authorize the Mayor to sign an Agreement Accepting the Community Foundation of Snohomish County Grant (D. Knight)
7. AB20-055: Authorize the Mayor to sign the Consultant Agreement with Kennedy Jenks for the Wastewater Treatment Plant (WWTP) CIP 1 Design (B. Feilberg)
8. AB20-056: Authorize the Mayor to Accept a Consultant Agreement with LDC, Inc. for Assistance in Developing a Housing Action Plan (B. Swanson)
9. AB20-057: Approval of Collective Bargaining Agreements (B. Warthan)
10. AB20-058: Termination of School Resource Officer (SRO) Agreement for the 2019-2020 School Year (J. Jolley)

11. AB20-059: Authorize the Mayor to Execute an Amendment to the Consultant Agreement with Golden Rule, LLC for Business Recruitment, Retention, and Enhancement (D. Knight)

Mayor Thomas noted a request to remove item number 6 from the consent agenda.

Councilmember Scarboro moved to approve the consent agenda with item number 6 removed. The motion was seconded by Councilmember Rasmussen. The motion carried 7-0.

FINAL ACTION

1. AB20-054: Authorize the Mayor to sign an Agreement Accepting the Community Foundation of Snohomish County Grant (D. Knight)

AB20-054 was removed from the consent agenda (item number 6).

Councilmember Cudaback read the following statement: Attachment 3 to Agenda Bill No. 20-054 is a proposed human services agreement with the YMCA. I would like to disclose for the record that I am employed by the YMCA, where my compensation is comprised of fixed wages or a salary. Accordingly I have, at most, a "remote interest" in the proposed contract as defined by Washington law. For this reason, out of an abundance of caution and to ensure full transparency, I am recusing myself from participation in the City Council's deliberations and vote on this matter. For the record, I have not attempted to influence the vote of any other Council Member regarding this issue in any manner. I would respectfully ask that the City Clerk note this recusal in the official minutes. Thank you.

Councilmember Cudaback left the meeting for the vote.

Councilmember Hanford moved to accept the grant funding from the Community Foundation of Snohomish County in the amount of \$10,000, and authorize the Mayor to sign the attached contracts to local service providers to disperse the funds and assist those in the community experiencing poverty and homelessness during the COVID-19 global pandemic and in support of the local stay home order issued by Governor Jay Inslee. The motion was seconded by Councilmember Scarboro. The motion carried 6-0.

Councilmember Cudaback returned to the meeting after the vote.

NEW BUSINESS

1. AB20-060: Discussion Regarding Families First Coronavirus Response Act Policy (B. Warthan)

Ben Warthan, Human Resources Director, provided background information on AB20-060 and reviewed policy considerations.

Council engaged in brief discussion. Mr. Warthan will proceed with policy implementation.

2. AB20-061: Ordinance: Downtown Fee Waiver Program Extension; First & Final Reading (B. Swanson)

Ben Swanson, Community Development Director, provided background information on AB20-061 and explained the benefit of extending the current ordinance, notably helpful to small business owners during the COVID-19 crisis recovery period.

Mr. Swanson reviewed program fees waived to date.

Councilmember Rasmussen moved to waive Council Rules of Procedure requiring two readings of ordinances. Councilmember Rousey seconded the motion. The motion carried 7-0.

Councilmember Rasmussen moved to adopt Ordinance No. 003/2020, extending for an additional one year period the temporary elimination of fees for certain permits associated with development in the Downtown Commercial zone and fixing a time when the same shall become effective. Councilmember Scarboro seconded the motion. The motion carried 7-0.

3. AB20-062: Ordinance: 2020 Park Capital Bond Election Ordinance; First & Final Reading (B. Hasart)

The City Council of the City of Monroe adopted Ordinance _____ concerning a proposition for financing park and recreation acquisitions and improvements. If approved, this proposition authorizes the City to issue bonds to finance or reimburse costs of renovating Lake Tye Park athletic fields, improve playground equipment at 8 parks, develop Chain Lake Road Trail and acquire and develop North Hill Park. It authorizes the issuance of not more than \$8,155,000 of general obligation bonds maturing within 31 years, and authorizes the annual levy of excess property taxes to pay such bonds, as provided in Ordinance _____. Should this proposition be approved?

YES ☐
NO ☐

Becky Hasart, Director of Finance, provided background information on AB20-062 and reviewed prior council discussion regarding the bond. Ms. Hasart reviewed election deadlines; staff recommendations; and fiscal impacts.

Discussion ensued regarding affected projects; funding alternatives; and impacts to the community.

Councilmember Rousey moved to discontinue pursuit of a park bond levy and have staff develop alternative funding scenarios to complete the Lake Tye All-Weather Fields project and to complete the purchase of the North Hill park property to be discussed as part of the comprehensive 2020 Budget Amendment. The motion was seconded by Councilmember Gamble. The motion carried 7-0.

4. AB20-063: Authorize the Mayor to sign a Contract with Everett Gospel Mission for facilitation of the Technical Advisory Committee (TAC) (D. Knight)

Deborah Knight, City Administrator, provided background information on AB20-063 and reviewed the Homelessness Policy Advisory Committee (HPAC) recommendations already approved by council. Ms. Knight detailed implementation efforts, and the need for a subject matter expert to help accelerate efforts. Ms. Knight briefed council on the newly formed Technical Advisory Committee (TAC) and their collaboration with HPAC to make informed policy recommendations to council.

Councilmember Hanford moved to approve a contract with Everett Gospel Mission for the facilitation of the Technical Advisory Committee in an amount not to exceed \$11,500, unless otherwise agreed to by both parties via the project change request procedure. Councilmember Scarboro seconded the motion. The motion carried 7-0.

5. AB20-064: Authorize the Mayor to sign a Contract with Rachel Adams for Project Management regarding implementing the Homelessness Policy Advisory Committee Recommendations (D. Knight)

Ms. Knight provided background information on AB20-064 and noted it as a companion item to AB20-063. Ms. Knight acknowledged Ms. Rachel Adams' efforts on HPAC and as a city intern. Ms. Knight reviewed the scope of work, and provided examples of completed projects.

Discussion ensued related to monies allocated in the budget, and grants received.

Councilmember Hanford moved to authorize the Mayor to sign a contract with Rachel Adams for Project Management regarding implementation of HPAC recommendations not to exceed \$28,000 for the first term of the contract covering June 1, 2020 to December 31, 2020 and not to exceed \$20,000 covering the second term of the contract covering January 1, 2021 to May 31st 2021. Councilmember Scarboro seconded the motion. The motion carried 7-0.

COUNCILMEMBER REPORTS

Councilmember Rousey commented on her experience as a local business owner during the COVID-19 pandemic.

Councilmember Rousey thanked staff for the Virtual Town Meeting.

Councilmember Cudaback commented it was nice to see everyone, virtually.

Councilmember Hanford commented it was nice to see everyone, and was happy everyone is well.

Councilmember Gamble echoed Councilmembers Cudaback and Hanford's sentiments; and reported on the April 20 economic workforce recovery taskforce advisory board meeting that he participates on; and will provide updates over the next several months.

STAFF/DEPARTMENT REPORTS

Ms. Hasart, Finance Director and Interim City Clerk, noted all reports must be necessary and routine, or related to COVID-19 response.

1. Homelessness Policy Advisory Committee (HPAC) Report (D. Knight)

Ms. Knight provided an HPAC update.

2. Economic Development Update (D. Knight)

Ms. Knight provided an Economic Development update highlighting the following topics:

- Weekly meetings
- Virtual Town Hall meetings
- Monroe stimulus package
- Small business grants
- Federal resources
- Economic Development Specialist

Mayor Thomas commented on the well-attended virtual town hall and expressed his appreciation for the Economic Development Advisory Board (EDAB) and efforts by Mr. James Palmer, the city's Economic Development Specialist.

Councilmember Gamble noted that he is looking forward to hearing more about the Monroe stimulus package proposal.

3. Finance Update (B. Hasart)

Ms. Hasart referred Council to the materials included in the packet; and answered questions related to potential budget shortfalls due to the COVID-19 pandemic.

4. Parks & Recreation (M. Farrell)

Mike Farrell, Parks & Recreation Director, noted the materials included in the meeting materials; and provided an update on department response related to Governor Inslee's newest order and guidance.

5. Police Department (J. Jolley)

Chief Jolley noted the materials included in the meeting materials; and commented on officer actions during a recent house fire. Chief Jolley noted that he is proud of his department.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update (D. Knight)

Ms. Knight noted no additional information to report and invited Mr. Swanson to provide an update on residential and commercial construction impacts and activities under the Governor's order and guidance.

2. Mayor's Update/Monroe This Week (April 24, 2020, Volume 6, Edition 15)(Mayor Thomas)

Mayor Thomas noted Monroe This Week included in the meeting materials and provided comments on the following topics: staff efforts during the COVID-19 pandemic; series of public service announcement and 'thank you' videos on Facebook; Snohomish County Mayors meetings and combined letter to Governor Inslee regarding development of COVID-19 development of recovery plans.

Mayor Thomas noted that a Closed Session to discuss collective bargaining pursuant to RCW 42.30.140(4)(a) would be taking place via Zoom immediately following the council meeting.

ADJOURNMENT

There being no further business, the motion was made by Councilmember Hanford and seconded by Councilmember Rousey to adjourn the meeting. Motion carried 7-0.

MEETING ADJOURNED: 8:45 p.m.

Geoffrey Thomas, Mayor

Gina Pfister, Deputy City Clerk